

**COMMISSIONERS' AGENDA  
December 14, 2023**

**9:00 AM**

1. The Board of Commissioners motion to approval of the November 30, 2023 and December 5, 2023 regular meeting minutes.

**9:00 AM – 9:05 AM            SWEARING IN DEERFIELD FISCAL OFFICER TRACEY DEAN**

**9:05 AM – 9:10 AM            BUILDING DEPARTMENT**

**Discussion:**

1. Technology fees associated with the purchase of iCloud based electronic permitting and licensing software.

**Resolutions:**

1. The Board of Commissioners Amend Resolution No. 18-0780: to adopt new and amend the Portage County Building Department Regulations for Adopting Permits, Fees and Inspections.

**9:10 AM – 9:40 AM            COUNTY ADMINSTRATOR**

**Executive Session:**

In accordance with the Ohio Revised Code 121.22(G)(1), that the Board of Commissioners move into executive session to consider the employment of a public employee.

**Executive Session:**

In accordance with the Ohio Rev. Code 121.22(G)(6), that the Board of Commissioners move into executive session to discuss details relative to the security arrangements and emergency response protocols for a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public office.

**9:40 AM – 9:50 AM            HUMAN RESOURCES**

**Presenting: Michelle Crombie**

**Journal Entries:**

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Authorize to hire Heather Hindel for Child Support Specialist, Portage County Job & Family Services to be effective as of Tuesday, December 26, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

2. Authorize to hire Hope Harris for SSW3 – Group Home, Portage County Job & Family Services to be effective as of Monday, December 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.
3. Authorize to hire Paul Okonkwo for Fiscal Specialist, Portage County Job & Family Services to be effective as of Tuesday, December 26, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.
4. Accept the retirement of Lynn Hudock for PCSA Fiscal Supervisor, Portage County Job & Family Services to be effective as of Friday, December 29, 2023.
5. Authorize the three-day internal posting of the full-time PCSA Fiscal Supervisor for Portage County Job & Family Services with external posting if no internal appointment is made.
6. Accept the resignation of Angela Carney for OMJ Case Manager, Portage County Job & Family Services, effective Friday, December 29, 2023.
7. Authorize the three-day internal posting of the full-time OMJ Case Manager for Portage County Job & Family Services with external posting if no internal appointment is made.
8. Accept the resignation of Patricia Corley for Procurement Manager, Portage County Internal Services/Purchasing Department to be effective as of Friday, January 5, 2024.
9. Authorize the concurrent internal/external posting of the full-time Procurement Manager for Portage County Internal Services/Purchasing Department until filled.
10. Accept the resignation of Eric Duke for Truck Driver I, Portage County Solid Waste District to be effective as of Thursday, December 7, 2023
11. Approve anniversary step increases for the following non-bargaining employees:
  - Donna Fortney – Business Services Supervisor – effective 11/27/2023.
  - Mark Gilly – Building Maintenance Supervisor – effective 11/13/2023.
  - Dawn Wyckoff-McDonald – JFS PCSA Supervisor – effective 12/11/2023.

**9:50 AM – 10:00 AM**

## **JOB AND FAMILY SERVICES**

### **Resolutions:**

1. The Board of Commissioners accept cash donations from Organizations, Businesses and Private Donors to Support the Portage County Job and Family Services presents for Kids Campaign 2022.
2. The Board of Commissioners accept cash donations from Organizations, Businesses and Private Donors to Support the Portage County Job and Family Services Child Protective Services Division.

3. The Board of Commissioners accept cash donations from Organizations, Businesses and Private Donors to Support educational needs for youth receiving case management services from the Portage County Job and Family Services.
4. The Board of Commissioners accept cash donations from Portage County Job and Family Services employees during various employee enhancement committee sponsored fundraisers.
5. The Board of Commissioners Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund.
6. The Board of Commissioners Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund.
7. The Board of Commissioners Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund.

**10:00 AM – 10:15 AM**

### **INTERNAL SERVICES**

#### **Discussion:**

1. Project Updates

#### **Resolutions:**

1. The Board of Commissioners agrees to enter into an agreement for random DOT drug and alcohol testing services with IEBT and the Portage County Solid Waste District.
2. The Board of Commissioners agrees to enter into an agreement for household hazardous waste services with Cleanearth and the Portage County Solid Waste District.
3. The Board of Commissioners accepts and awards the bid for the Portage County Professional Security Services for the Administration Building-449 South Meridian Street, Annex Building-466 South Chestnut Street, Riddle Block Building-209 South Chestnut Street, and Ohiomeansjobs-253 South Chestnut Street, Ravenna.
4. The Board of Commissioners approves specifications and set bid date for Farm Land Leasing.
5. The Board of Commissioners agrees to set a proposal date for the Request for Qualifications for Professional Architectural & Engineering Services for the Portage County Board of Commissioners.
6. The Board of Commissioners approves specifications and set the Request for Proposals date for Aviation Branded Fuel Support for the Portage County Regional Airport.
7. The Board of Commissioners accepts and awards the bid for the Collapse Search and Rescue Equipment for the Portage County Emergency Management Agency.

8. The Board of Commissioners approves and authorizes the execution of the agreement with Pitney Bowes concerning mail related services.
9. The Board of Commissioners declares obsolete and dispose of Portage County Personal Property located at the Portage County Records Center.
10. The Board of Commissioners approves and authorizes the execution of the agreement for legal services with Paul Earle for the Portage County Jail for 2024-2025.
11. The Board of Commissioners approves and authorizes the execution of the mechanical investment service proposal for the County Jail with the Limbach Company, LLC concerning services for the Portage County Jail's heating, ventilation and air conditioning equipment and system.
12. The Board of Commissioners approves and authorizing the execution of the proposal agreement with American Corrections Maintenance, Inc. and Fincham Construction, LLC for door related services at the Portage County Jail.
13. The Board of Commissioners agrees to enter into a real estate agreement with Portage County Job & Family Services and Pinelane Properties, LLC.
14. The Board of Commissioners agrees to enter into an amendment No. 3 with Portage County Job & Family Services and the Lighthouse Family Center, Ltd. For family and individual counseling and therapeutic services for Children Services.
15. The Board of Commissioners authorizes a public announcement of available contract for professional construction administration and inspection services for the project known as 2024 Subdivision Construction Administration Contract.
16. The Board of Commissioners authorizes a public announcement of available contract for professional construction administration and inspection services for the project known as 2024 Roadway Construction Administration Contract.
17. The Board of Commissioners declares GPD Group most qualified firm as a result of review and analysis of qualifications and enter into negotiations for providing professional design services for the project known as Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177) in Paris Township, Portage County.
18. The Board of Commissioners agrees to accept the surety bond decrease rider for construction of street, storm sewer and drainage improvements for the Germaine Reserve Phase II Subdivision in Franklin Township.
19. The Board of Commissioners agrees to accept the surety bond decrease rider for construction of street, storm sewer, drainage improvements, erosion and sediment control for the Maplecrest Parkway Extension in Brimfield Township.

20. The Board of Commissioners agrees to a conditional acceptance of substantial completion of street, storm sewer and drainage improvements in the Maplecrest Parkway Extension, Brimfield Township.
21. The Board of Commissioners approves the temporary acquisition of fuel for the Portage County Regional Airport fuel farm and authorizes the preparation and signing of the appropriate change in customer account document(s).
22. The Board of Commissioners accepts bids and awards contract for Project No. RA-3 (22-060), Spring Lakes Pump Station Improvements, in the Portage County Regional Sanitary Sewer District.
23. The Board of Commissioners enter into an agreement between the Board of Commissioners on behalf of the Portage County Domestic Court and the National Center for State Court (NCSC) for the improvement of current operating systems within the Court.
24. The Board of Commissioners enter into real estate lease agreement for the property located at 4039 Nanway Boulevard, Ravenna, Ohio.
25. The Board of Commissioners award and enter into contract with Matt Winters Excavating, LLC. for a portion of the CDBG (BF-22-1CJ-1) Ravenna/Streetsboro Demolition Project.

**10:15 AM – 10:25 AM**

### **EMERGENCY MANAGEMENT AGENCY**

#### **Discussion:**

1. Region 5 Collapse Search and Rescue Membership and Operations MOU Update.

**10:25 AM – 10:45 AM**

### **DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

#### **Discussion:**

1. Emergency Management, Purchase of HAZMAT Truck

#### **Journal Entries:**

1. The Board of Commissioners authorizes Commissioner Anthony Badalamenti, President of the Board, to sign the Federal Funding Accountability and Transparency Act, as part of the Grant Application for the Ohio Supreme Court Grant for Technology prepared by the Portage County Adult Probation Department and reviewed by the Department of Budget & Financial Management and the Grant Coordinator, with no exceptions noted. Copies of this request will be kept on file at the Adult Probation Department.

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

2. Direct the Auditor's Office to pay/process the December 6, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.
3. Process the December 6, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Resolutions:**

1. Transfer from Fund 4256, New Milford & Tallmadge Rd. Resurface to Fund 1201, Motor Vehicle and Gas Tax.
2. Transfer From Fund 4263, Tallmadge Rd Section O-P Resurface to Fund 1201, Motor Vehicle and Gas Tax.
3. Declare the Necessity to Purchase One (1) Hazardous Materials Heavy Rescue Rig Requested by the Portage County Emergency Management Agency for use by the Portage County Hazardous Materials Response Team.
4. Transfer from Fund 0001, General Fund to Fund 1414, Child Support General Administration.
5. Transfer from Fund 1026, Kent Muni Court Projects to Fund 3012, Government Bonds Refinanced 2021.
6. Amend Resolution 23-0711 Adopted November 30, 2023 to Authorize the Transfer of Funds from Fund 1001, Certificate of Title Administration to Fund 0001, General Fund to Account for an Additional \$51,070.00.
7. Amend Resolution 23-0712 Adopted November 30, 2023 to Authorize the Transfer of Funds from Fund 0001, General Fund to Fund 1010, Computerization Clerk Muni Court to Account for an Additional \$51,070.00.
8. Cash Advance from Fund 0001, General Fund to Fund 1166, EMPG Homeland Security Grant.
9. Create Fund 1380, Healthy Aging Grant.
10. Enter into an Agreement Between the Portage County Board of Commissioners on Behalf of the Sheriff's Office and Verkada DBA Vartana, Inc. for Equipment and Software for the Portage County Jail.
11. General Fund Fiscal Year 2024 Annual Appropriation Measure.
12. Non-General Funds Fiscal Year 2024 Annual Appropriation Measure.

**10:45 AM – 11:00 AM      OSU EXTENSION**

**Presenting: Ashley Hughey, Seth Kannberg Agricultural and Natural Resources Educator**

## **Discussion:**

1. Final thanks and resignation.
2. Introduction of Seth Kannberg.

**11:00 AM – 11:05 AM      PUBLIC COMMENT**

**11:15 AM                      Recess the Portage County Board of Commissioners Meeting**

\*See attached agenda for Portage-Geauga Joint Board of Commissioners Meeting  
Agenda

**Reconvene into the Board of Commissioners Regular Session**

## **MISCELLANEOUS**

### **Journal Entries:**

1. The Board of Commissioners' acknowledgement of receipt of the December 4, 2023 Certificate of County Auditor that the total appropriations from each fund **DO EXCEED** the official estimate of resources as presented by the County Auditor's office.
2. In accordance with ORC 321.261, the Board of Commissioners acknowledged the receipt of the Portage County Prosecutor's report of activity in the DRETAC account through December 1, 2023.
3. The Board of Commissioners' acknowledged receipt of the Portage County RLF Balance Sheet dated October 31, 2023 as presented by Neighborhood Development Services.
4. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 27, 2023 through December 3, 2023 as presented by Chief Dog Warden David McIntyre.
5. The Board of Commissioners' acknowledgement of receipt of the December 7, 2023 Certificate of County Auditor that the total appropriations from each fund do not exceed the official estimate of resources as presented by the County Auditor's office.
6. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for December 4 through December 10, 2023 as presented by Chief Dog Warden David McIntyre.
7. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of October 2023 as presented by the County Treasurer and County Auditor.

8. The Board of Commissioners sign the November 14, 2023, correspondence to Beverly Miller CISR releasing and terminating the Road Bond for the Special Hauling issued by The Westfield Insurance Company under Permit # SH23-013 Bond #353958H in the amount of \$65,000 is being released and returned at their request as recommended by the County Engineer's Office.

**Resolutions:**

1. The Board of Commissioners fix date to view location and set time and date for Public Hearing on a Road Vacation on an Unnamed Township Roadway on Morrow Acres recommending splitting the roadway between Neighboring Properties, Lots 12 and 14, perpendicular to Old Forge Road between Congress Lake Road and Ranfield Road, in Brimfield Township, Portage County.
2. The Board of Commissioners accept and enter into a successor collective bargaining agreement between the Portage County Board of Commissioners and the Teamsters Local Union No. 436 concerning employees in the Portage County Dog Warden.
3. The Board of Commissioners support the application by Charter Communications (Spectrum) to round 2 of the Ohio Residential Broadband Expansion Grant Program to deploy Broadband Infrastructure to unserved and/or underserved locations in Portage County.
4. The Board of Commissioners support the application by Cox Communications to round 2 of the Ohio Residential Broadband Expansion Grant Program to deploy Broadband Infrastructure to unserved and/or underserved locations in Portage County.
5. The Board of Commissioners' authorize a Grant Application in the amount of \$58,098.64 to the Ohio Department of Public Safety Motorcycle Ohio Grant on Behalf of the Portage County Sheriff's Office.